



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

October 22, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-22

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: ISIS HR Retirement Contribution Report (ZP108)

The Retirement Contribution Report is now available to agencies in the ISIS HR system. Each agency is responsible for printing this report for each retirement system and reconciling issues with the retirement system. The report can be accessed in ISIS HR via the transaction code ZP108, or it can be found within the State of Louisiana Reporting folder under Benefits Management. Each retirement system has been contacted for report submission due dates. Standard reporting procedures should continue to be followed. Only one (1) retirement system requires hardcopy submission: LA School Employees' Retirement System. The report should be reconciled and sent to them by the fifteenth (15th) of the month following deductions. Please refer to their manual for specific information regarding submission format.

A report description can be found in the State of Louisiana Reporting Index located within the ISIS HR Online Documentation System. This information can be located at the following web address:
[http://osisike.doa.state.la.us:5050/state.asp?task=Retirement_Contribution_Report_\(ZP108\)](http://osisike.doa.state.la.us:5050/state.asp?task=Retirement_Contribution_Report_(ZP108)).

For all monthly retirement systems, it is recommended that the report be generated no earlier than the tenth (10th) of the following month. This will provide allowance for all off cycle activity processed since the last payroll of the month to be included with that month's data. Contact OSUP for report generation dates for State Police Retirement System and Deferred Compensation in lieu of Social Security (457R).

OSUP has been remitting payments to each retirement system by the tenth (10th) of the month following the deduction(s) with the following exceptions: payments to State Police Retirement System are submitted biweekly and include both off cycle and regular payroll activity. Effective September 1, 2002, Deferred Compensation in lieu of Social Security (457R) is being paid daily for off cycle activity.

Questions regarding the execution of the report should be directed to the ISIS HR Help Desk at (225) 342-2677. Questions on retirement system policy and procedures should be directed to the particular retirement system. Any questions on this memorandum, should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

Rachel Bryant	342-1654	Wendy Eggert	219-0191
Lawanna Green	342-0714	Dorothy Piazza	342-1652

JWC:LMG:kmb

c: Gwen Hicks, District Attorneys' Retirement System
Donna Racca, Louisiana School Employees' Retirement System
Ernest Poindexter, Louisiana State Employees' Retirement System
Lorraine Dees, Registrar of Voters Retirement System
Kim Gann, State Police Retirement System of Louisiana
Pat Bergeron, Deferred Compensation Retirement
Judy Allen, Teachers' Retirement System of Louisiana